



Community Relations

Public Affairs Office

Fort Riley, KS 66442

Telephone (785) 239-3410/2022 FAX (785) 239-2592

After Hours (785) 239-2222

e-mail: skidmord@riley.army.mil or vanovercf@riley.army.mil

www.riley.army.mil

COMMUNITY SUPPORT REQUEST FORM

This form is used to request Fort Riley participation in public events. The information is required to evaluate the event for appropriateness and compliance with Department of Defense policies and for coordination with the units involved. Please complete all appropriate sections and send it to the Public Affairs Office at least 45 days prior to the event date. The support form should be accompanied with a request letter that includes the nature of the event, what else is included, the type of support requested and how the event will be advertised (The Army's potential participation cannot be used in advertisements.) Visit our website at www.riley.army.mil/Services/Fort/PublicAffairs/CommRel.asp to read descriptions and view photographs of equipment and personnel support available.

EVENT NAME:		EXPECTED ATTENDANCE:
EVENT DATE:	EVENT TIME:	EVENT ADDRESS:
EVENT PURPOSE: (DESCRIBE PROGRAM THEME, CIVIC MAKEUP AND PURPOSE OF ARMY PARTICIPATION)		
TYPE OF EVENT: (FOR EXAMPLE PARADE, CEREMONY, DISPLAY, TOUR)		
EVENT SPONSOR:	CONTACT PERSON	
PHONE:	STREET ADDRESS: (INCLUDE CITY, STATE AND ZIP)	
FAX:	EMAIL:	

ON POST REQUEST

For on post support, please include a desired timeline in your request letter.

COMMANDING GENERAL'S MOUNTED COLOR GUARD (SELECT ITEM(S) BELOW)		
STABLE TOUR	ENCAMPMENT	DEMONSTRATION

TOURS (SELECT ITEM(S) BELOW)			
HISTORIC MAIN POST	CUSTER HOUSE	MUSEUM	CUSTER HILL

SIMULATORS (SELECT ITEM(S) BELOW)		
CLOSE COMBAT TACTICAL TRAINER	FLIGHT SIMULATOR	ENGAGEMENT SKILLS TRAINER

OFF POST REQUEST

For off post support, please provide complete and accurate directions to the event site. Include a map or line drawing. If the event is a parade, show parade route. Indicate location of equipment display area, if applicable.

COMMANDING GENERAL'S MOUNTED COLOR GUARD (Soldiers on Horses) (SELECT ITEM(S) BELOW - SOLDIERS ARE DRESSED IN 1860s CAVARLY UNIFORMS)			
MOUNTED COLOR GUARD (SELECT FLAGS BELOW)	MULES AND WAGON	DEMONSTRATION	ENCAMPMENT
U.S. FLAG	KANSAS STATE FLAG	ARMY FLAG	DIVISION FLAG

FORT RILEY COLOR GUARD (SELECT PREFERRED UNIFORM AND FLAGS BELOW)			
PERIOD UNIFORMS (WWI TO TODAY)	CAMOUFLAGE BDUS	CLASS A DRESS UNIFORM	
U.S. FLAG	KANSAS STATE FLAG	ARMY FLAG	DIVISION FLAG

EQUIPMENT (SELECT ITEM(S) BELOW)	
HISTORIC CANNON	MILITARY EQUIPMENT (SUBJECT TO AVAILABILITY)

SPEAKER (SPECIFY DETAILS BELOW)	
TOPIC	SPEECH LENGTH

Please include request letter.

YES	NO	Please answer the following questions and explain if necessary.
		1. Will admission, seating and all other accommodations and facilities connected with this event be available to all persons without regard to race, creed, color, sex or national origin?
		2. Will the event be used to raise money? If so, please explain.
		3. Does the sponsor agree to fund the standard Military Services allowances for meals, quarters and incidental expenses for Armed Forces participants, if required? Only necessary if sponsor wants the Soldiers and horses to stay over night or for an extended period of time throughout the day.
		4. Will the sponsor provide telephone access at no expense to the government for Army personnel making official calls regarding the event?
		5. Will the sponsor provide electrical power and utility service, if needed?
		6. Will a police escort or security be provided for equipment, if applicable?
		7. Will the sponsor pay for boarding for horses in the Fort Riley Honor Guard, if applicable?
		8. Did the sponsor include a request letter that explains the nature of the event and event details?

I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.

DATE	PRINTED NAME	SIGNATURE
-------------	---------------------	------------------